

MPR 1371.1
REVISION D

EFFECTIVE DATE: September 20, 2004
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MARSHALL PROCEDURAL REQUIREMENTS

AD01

PROCEDURAL REQUIREMENTS FOR PROCESSING FOREIGN VISITOR REQUESTS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		4/22/98	
Revision	A	12/6/99	Changed to reflect new office code and to implement new NASA Directives NPD 1371.5 and NPG 1371.2.
Revision	B	11/21/00	This revision deletes the requirement for Form 4336-1 for long-term visits and replaces it with the requirement for an MSFC Technology Control Risk Assessment Plan for Long-Term International Visits. Paragraph 2.5, Escort responsibilities has been modified. List of applicable documents and Chapter Numbers have been changed to conform to regulation. It also adds IT Technology Line Manager Responsibilities and other IT requirements. It adds the sample of the Assessment at Appendix B.
Revision	C	12/12/2003	This revision implements changes in NPG 1371.1A; adds new MSFC 4336 and 4336-1 and Security Technology Control Plan requirements, and refines the process.
Revision	D	9/20/2004	Changed to conform to Directives Review Standards and clarify requirements.

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PREFACE

P.1 PURPOSE

To implement NASA Policy Directive (NPD) 1371.5 and NASA Procedural Requirements (NPR) 1371.2 by prescribing procedures and guidelines for extending invitations to foreign nationals or representatives to visit Marshall Space Flight Center (MSFC) or its component facilities, and for receipt, coordination, and approval/disapproval of all requests by foreign nationals or foreign representatives for visits to MSFC for any purpose other than protocol tours. It does include requests for access by or on behalf of foreign national members of the news media.

P.2 APPLICABILITY

This Directive applies to all organizational elements of MSFC and its component facilities.

P.3 AUTHORITY

- a. NPD 1371.5, "Coordination and Authorization of Access by Foreign Nationals and US Foreign Representatives to NASA"
- b. NPR 1371.2, "Procedural Requirements for Processing Requests for Access to NASA Installations or Facilities by Foreign Nationals and US Citizens Who Are Representatives of Foreign Entities"
- c. NPR 1620.1, "Security Procedural Requirements "

P.4 APPLICABLE DOCUMENTS

- a. MPR 2810.1, "Security of Information Technology"
- b. NPR 1441.1, "NASA Records Retention Schedules"
- c. NPD 1371.5, "Coordination and Authorization of Access by Foreign Nationals and Foreign Representatives to NASA"
- d. NPR 1371.2, "Procedural Requirements for Processing Requests for Access to NASA Installations or Facilities by Foreign Nationals and US Citizens Who Are Representatives of Foreign Entities"
- e. MPD 2190.1, "MSFC Export Control Program"

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P.5 REFERENCES

None

P.6 CANCELLATION

MPG 1371.1C dated December 12, 2003

Original signed by
Robin N. Henderson for

David A. King
Director

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DOCUMENT CONTENT

1. DEFINITIONS

1.1 Accreditation List. A list of foreign nationals or representatives who require recurring visits and have been approved by the point of contact, Center Export Representative (CER) and the International Visit Coordinator (IVC) for long-term visits not to exceed 3 years or completion of a program or project, whichever is less.

1.2 Assignment. Refers to access to MSFC installation and component facilities by foreign nationals or U.S. citizen representatives of a foreign entity for any purpose for a period that exceeds 30 days.

1.3 Center Export Administrator (CEA). The individual appointed by the Center Director who is responsible for the development of export control policies and procedures and for assessing and ensuring compliance of all Center program activities with the NASA Export Control Program and related U.S. Export control laws and regulations.

1.4 Center Export Representative (CER). The person appointed by an organization for the review of export control related requests.

1.5 Component Facility. A NASA owned or leased facility that is not contiguous to a NASA Center, and is in operation to support NASA missions (e.g., remote sensing sites, conference and/or other meeting, mission, or support activities, etc).

1.6 Designated Area. For the purpose of this procedure, a designated area refers to certain countries of special concern or interest as designated by the U. S. Government for foreign policy or national security reasons. (See NPR 1371.2 for designated area list).

1.7 Escort. A permanently badged and full-time NASA civil service employee or MSFC contractor employee, who is a U.S. citizen, and has been appointed by the POC to serve as an official escort for foreign national and foreign representative visitors. The escort shall be fully trained and certified by MSFC Protective Services.

1.8 Escort Required. A status assigned by the IVC to foreign national and foreign representative visitors who are required to be escorted at all times while visiting MSFC.

1.9 Foreign National. Any person who is not a citizen of the United States.

1.10 Foreign Representative or Representative of a Foreign Entity. A citizen of the United States who represents or acts on behalf of a government, business, organization, or person of a country other than the United States. It does not include U.S. citizens who are employed by

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foreign-owned or controlled entities in the United States if the foreign entity is otherwise subject to U.S. law.

1.11 Host Organization. An MSFC organization sponsoring a foreign visit.

1.12 Information Technology (IT) System Line Manager. A civil service employee who exercises administrative or operational controls, whether directly or through delegated technical civil service or contractor staff, for a system or application in their area of responsibility. The line manager is accountable for the operation and security of the system or application, and authorizes the system or application to process information.

1.13 International Visit Coordinator (IVC). An MSFC Protective Services employee appointed by the MSFC Center Director to serve as the focal point for receiving, coordinating, approving, and disapproving all requests.

1.14 NASA Foreign National Visitor Security/Technology Transfer Control Plan (STTCP). A plan developed by the host organization and approved by the IVC and other approval officials. This plan is designed for security/technology control at Marshall.

1.15 Point of Contact (POC)/Sponsor. A civil service employee or MSFC contractor who wishes to sponsor a foreign national or foreign representative, who has been designated by the host organization to sponsor the visitor, or, an individual who has been identified by the visitor as a point of contact.

1.16 Visit. Refers to access to an MSFC installation and component facilities by foreign nationals or a U.S. citizen representative of a foreign entity for any purpose for a period of 30 days or less.

1.17 High Level Protocol Visits (HPLV). Visits by a senior foreign official, a distinguished individual, or a high-ranking delegation that requires detailed, advance preparation and coordination on matters of protocol. Such arrangements are usually reserved for foreign heads of state, government ministers, ambassadors, senior officials and heads of (or other senior level officials from) foreign governmental agencies. An HPLV usually includes a courtesy meeting with a Center Director or other senior management representative and a guided tour of the Center or component facility. These visits may or may not include detailed briefings or substantive discussions on NASA's programs or projects.

2. RESPONSIBILITIES

2.1 International Visit Coordinator (IVC)

The MSFC IVC shall serve as the installation focal point for reviewing, approving and disapproving requests for foreign visits, and for giving specific guidance to organizations or

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individuals on the processing of foreign visits. The IVC shall follow the specific guidelines in NPR 1371.2 in processing foreign visits.

2.2 Point of Contact (POC)/Sponsor

The POC for the visit shall review and concur or nonconcur on all requests for visits by foreign nationals or foreign representatives and ensure the proper completion of the MSFC 4336, “Foreign National/Foreign Representative Visit Request,” and supplemental 4336-1, “Information Technology Resources Access Request,” and all supplemental paperwork – forms found at <http://starbase.msfc.nasa.gov:8000/forms/forms.taf>. If the POC agrees to sponsor a foreign national or foreign representative visitor, he or she shall ensure compliance with badging, personal escorts, and export control requirements. The POC shall also ensure the visitor is given access only to those areas, facilities, and IT systems which have been listed in the Forms 4336 and 4336-1 and approved by the CER, System Line Manager, IT System Administrator and IVC, as applicable. The POC/Sponsor shall determine the particular MSFC areas/facilities/IT systems involved in the requested visit and coordinate with representatives for these areas/facilities, or the NASA line managers for any IT systems requested for access by the visitor.

2.3 Center Export Representatives

Upon receipt of a request to visit the Center by a foreign national or a foreign representative, the CER for the organization sponsoring the visit shall review and concur or nonconcur on MSFC Forms 4336 and 4336-1, provide a copy to the POC, and forward the original to the IVC. The CER shall also concur or nonconcur on the STTCP, when required. EXCEPTION: When the sponsoring organization is a contractor tenant of MSFC and is working under a commercial contract, the Contractor’s Export Control representative shall concur or nonconcur on the MSFC Form 4336 and 4336-1.

2.4 Center Export Administrator Shall:

Serve as the Center focal point for export control matters. Concur/nonconcur on requests forwarded by the IVC and advise the CER on approval of requests for visits by foreign nationals and foreign representatives, as necessary.

2.5 Escort

All escorts designated to support the requested visit shall be certified by attending a briefing regarding foreign intelligence awareness and the potential for exposure of the visitor to MSFC critical and/or sensitive technologies/information by access to MSFC areas, facilities, and/or IT systems. The escort shall ensure, during the extent of the visit, that the visitor remains within the parameters of the approved visit and is attended at all times to preclude exposure to these areas/information. The escort shall also have a copy of the approved MSFC Form 4336 with them at all times during the visit. The Escort shall ensure the visitor does not carry or use

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photographic, video, or any other recording devices equipment during the visit, unless specifically authorized by Protective Services. Failure to fulfill escort required responsibilities as delineated and accepted in writing during their briefing shall result in administrative action against the escort, loss of escort privileges, and termination of the visit.

2.6 Protective Services Department

The Protective Services Department (PSD) shall provide a security briefing, involving MSFC Export and Technology Transfer representatives as necessary, to adequately communicate visitor escort requirements for the requested visit.

2.7 All Employees

Employees dealing with foreign nationals shall become familiar with, and follow, the procedures outlined in this MPR, NPD 1371.5, NPR 1371.2 and MPD 2190.1.

2.8 Host Organization

In addition to the MSFC 4336 and 4336-1, the host organization shall develop a Security/Technology Transfer Control Plan. The IVC shall furnish a sample template to the organization. The Plan shall be signed by the visitor and approved by the sponsoring organization's management, the MSFC IT Security Manager, the Manager, Protective Services, the appropriate Export Control Representative, the International Visit Coordinator, and acknowledged by the Center Counterintelligence Officer.

2.9 Line Manager

IT system line managers are responsible for all user access granted to information resident within their systems. Line managers shall review requests for visits by foreign nationals and representatives that include requested access to their managed systems, and shall approve or disapprove such requests based on the level of access requested and the potential for exposure of NASA critical or sensitive technologies to the visitor through such access. Line managers shall coordinate the access request with MSFC Export Control for assistance in protecting MSFC information assets.

2.10 Foreign Visitor

An MSFC Form 4336 shall be completed for each foreign national or foreign representative for every visit and assignment. In addition, when required by the IVC, foreign visitors shall sign and agree to follow an STTCP. Visitors shall not carry or use photographic, video, or other recording equipment unless specifically authorized by Protective Services. Upon arrival to MSFC Identification and Registration for badging, the visitor shall provide appropriate identification verifying the personal identification information previously provided on the MSFC Form 4336, and sign the foreign visitor's acknowledgment agreement. The visitor shall

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display their badge at all times while on Center, and surrender the badge to the escort each time he/she departs the Center.

2.11 MSFC Contractor

When an MSFC contractor hosts foreign national visits, they shall, in addition to the MSFC Form 4336, obtain the written approval of the Contracting Officer, Contracting Officer Technical Representative, or Project Manager for the particular contract, and forward such approval to the IVC along with the MSFC Form 4336.

3. PROCEDURE

3.1 Extending Invitations to Visit MSFC

NASA employees may, with prior approval of the IVC, and consistent with applicable NASA management directives, extend invitations to foreign nationals or representatives of countries other than those identified as designated areas in NPR 1371.2. Any organization wishing to extend such invitations shall submit a preliminary MSFC Form 4336 to the IVC **2 calendar months** prior to the intended visit to allow time for the approval process. The IVC shall review the request, obtain necessary concurrence, and make the necessary evaluations. If the IVC approves, the NASA employee may extend the invitation. If the IVC disapproves, the NASA employee shall not extend the invitation. After the invitation has been extended and accepted, the sponsoring organization shall complete an MSFC Form 4336 and forward to the IVC **20 working days** prior to the visit. No invitations to visit NASA centers or component facilities may be extended to foreign nationals from designated areas or US citizen representatives of foreign entities from a designated area without prior written approval of the Director, Aerospace Technology and Interagency Liaison Division, or designee, Office of External Relations, NASA Headquarters.

3.2 Requests for Visit

3.2.1 All requests for visits to MSFC and component facilities shall be provided on the MSFC Form 4336. The 4336 shall be completed in its entirety, and have the appropriate signatures, before submittal to the IVC. The time line outlined in NPR 1371.2, paragraph 2.7, shall be adhered to, i.e.:

3.2.1.1 Visit from non-designated area for 30 days or less – forms submitted **20 working days** prior to visit.

3.2.1.2 Assignment in excess of 30 days – forms submitted **2 calendar months** prior to assignment.

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3.2.1.3 Designated Areas – forms submitted **2 calendar months** prior to visit. **DESIGNATED AREA VISITORS MUST BE APPROVED BY NASA HEADQUARTERS AND MSFC.** In addition, requests for visit of foreign nationals or foreign representatives from designated areas shall be carefully reviewed and considered on the basis of significance to NASA.

Recommendations for approval of such requests shall be justified in writing to the IVC in terms of concrete benefit to NASA. Technology transfer considerations, both direct and indirect, shall be addressed. All such requests, including copies of all relevant correspondence, shall be forwarded to the IVC. **EXCEPTION:** For those foreign nationals who are permanent resident aliens, the 20 working day timeline applies.

3.2.1.4 J1 exchange assignment – forms shall be submitted **3 calendar months** prior to assignment.

3.2.1.5 Accredited News Media – **5 working days** prior to visit.

3.2.2 Upon approval of a visit, the IVC shall place the individual's name in the Visitor Management System (VMS) and Protective Services shall forward the roster to the Provost Marshal at Redstone Arsenal for gate information. The name shall remain on the roster only for the approved length of the visit. A copy of the approved 4336 shall be forwarded to Identification and Registration with instructions for the type of badge to be issued to the visitor. If the POC requires an escort briefing, the IVC shall also forward a copy of the MSFC Form 4336 to the Protective Services representative responsible for providing the escort briefing. However, it is the responsibility of the POC/Escort to determine when a regular training session is scheduled, and attend that session prior to the visit.

3.3 Access to MSFC

3.3.1 Foreign visitors are not authorized access to MSFC unless the visit has been approved in advance by the IVC.

3.3.2 Foreign visitors who fail to provide accurate and complete information concerning citizenship to the Army gate guards and/or fail to coordinate their visit in advance shall be denied entry; and, if directed by Protective Services, escorted off the Center.

3.3.3 Foreign visitors are limited to the hours between 7:00 a.m. and 6:00 p.m. on weekdays only, unless otherwise approved in advance by the Manager, Protective Services or the International Visit Coordinator. Request for after-hours access is by the MSFC Form 4336 or by a Memorandum to the Manager, Protective Services. If after hours, weekend, or holiday access is approved, the Foreign Visitor shall be escorted at all times by an official escort (see Escort Definition, paragraph 1.7, and Escort Responsibilities, paragraph 2.5, above).

3.4 Badging Foreign Nationals and Foreign Representatives

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Unique badges shall be issued to foreign nationals and foreign representatives. These badges indicate that the bearer may be subject to export control restrictions and should not be considered a US citizen. If the approved visitor does not present appropriate identification (passport, Permanent Resident Alien Card, VISA, etc), they shall not be issued a badge and shall be denied access to the Center until such identification is supplied. At the end of each day, or when the visitor temporarily leaves the Center during the day, the visitor badge shall be left with the Escort until the visitor returns. Foreign National Visitors and Foreign Representatives shall leave their badges with the visit sponsor when temporarily leaving the United States or the area. When the visit is completed, the badge shall be turned in to the escort or the point of contact, who, in turn, will send it to Protective Services, Building 4312, or the Lobby Desk of Building 4200.

3.5 Accreditation for Repeat Visits

3.5.1 Foreign nationals and foreign representatives participating in programs that require recurring visits may be placed on an accreditation list after a proper background investigation has been conducted. Accreditation will allow the individual to visit the Center without escort requirements on a recurring basis in connection with an approved program/project for 3 years, or completion of the program/project, whichever is less. Each visit shall be documented via an MSFC Form 4336 **48 hours** prior to the visit.

3.5.2 Upon request for accreditation for foreign nationals and foreign representatives, the IVC shall coordinate the investigative documentation required for unescorted access approval. Once the investigation has been completed, the IVC shall notify the Center point of contact, who in turn notifies the foreign entity. If results of the investigation are favorable, the individual shall be placed on an accreditation list for a period **not to exceed 3 years** or completion of the program/project, whichever is less; however the badge shall only be issued for **one year at a time**. The granting of escort-required access to someone whose investigation is unfavorable shall be evaluated on a case-by-case basis.

3.6 Off-Site Meetings and Teleconferencing

If a discussion is to take place with Foreign Nationals via phone or at another location away from the NASA installation/component facility, the MSFC Form 4336 visit request is not required. However, if information subject to Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR) is to be discussed, the appropriate CER, or the CEA, shall be contacted for approval.

4. RECORDS

4.1 MSFC Forms 4336, "Foreign National/Foreign Representative Visit Request," shall be retained by the IVC in accordance with NPR 1441.1, NRRS 1/35.

4.2 Foreign National Escort Data Base Records shall be retained by the IVC in accordance with

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NPR 1441.1, Schedule 1/103(A).

4.3 Accreditation List shall be retained in Protective Services on a current basis.

5. FLOW DIAGRAM

None.